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2. Acting DDA		19 OCT 1983
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REMARKS

Cys to D/OP, D/OF, D/OL, and SSA/DDA.

18 OCT 1983

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General
Services
Administration

Office of
Federal Supply
and Services

Washington, DC 20406

83-45-21

NOV 22 1983

MEMBERS, INTERAGENCY COMMITTEE ON TRAVEL MANAGEMENT

As the Chairman of the Interagency Committee on Travel Management, I cordially invite you to attend our next committee meeting on November 22, 1983.

The Committee will meet at 10:00 a.m. in the auditorium at the General Services Administration's National Capitol Region Building, 7th and D Streets, SW., Washington, DC, for the purpose of review and discussing the following items:

1. Charge cards and travelers checks; GSA regulations and briefing schedule;
2. Update on contract city-pair awards;
3. Travel Management Centers;
4. Changes to the Federal Travel Regulations (Supplements 8 and 9);
5. Per diem and relocation legislation;
6. Reinstatement of First Class Accommodations Report;
7. Delegation of TMIG functions to GSA.

83-45-21

Should you have any questions concerning this interagency meeting, please contact Ms. Audrey Rish on 557-1253 or Mr. John Millington on 557-1256.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Ivan Michael Schaeffer'.

IVAN MICHAEL SCHAEFFER
Director of Transportation
Office of Federal Supply
and Services

cc: Assistant Secretaries and Executive Directors

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Mr. Harry E. Fitzwater
Deputy Director of Administration
Central Intelligence Agency
Washington, DC 20505